



## Coronavirus 2019 (COVID-19) Multi-Stage Facility Reopening Plan 2020

In the interest of public safety, Fab Lab Tulsa will institute a three-stage reopening plan to gradually increase the quantity of community visitors and extent of community programs to pre-Covid-19 pandemic levels over the course of several weeks. Fab Lab Tulsa policies will be modified during the reopening plan.

### Update

Last Updated 8/26/2020

### Resources

1. **City of Tulsa Covid 19 Resource Center**
  - 1.1. <https://www.cityoftulsa.org/covid-19>
2. **State of Oklahoma Covid 19 Resource Center**
  - 2.1. <https://www.okcommerce.gov/covid19/>
3. **Centers for Disease Control and Prevention**
  - 3.1. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### Fab Lab Tulsa Multi-Stage Reopening Summary

Reopening Stage	Start	End	Access Limits	Social Distancing	Group Activities	Cleaning Practices
Stage A	5/19/20	6/26/20	Strict	Strict	None	Enhanced
Stage B	7/7/20	9/7/20	Strict	Strict	Limited	Enhanced
Stage C	9/8/20	12/31/20	Strict	Strict	Limited	Enhanced
Stage D	TBD	TBD	TBD	TBD	TBD	TBD

Stage C is scheduled to begin after Fab Lab Tulsa's Labor Day lab closings 9/5/20 through 9/7/20. The conclusion of Stage C and the term of Stage D will be set as circumstances warrant.

### Stage C Policies

1. **Conditions for Operating**
  - 1.1. The Fab Lab Tulsa will remain open to the public during Stage C unless one of the events below triggers closure of the facility:
    - 1.1.1. State-wide executive order issued by the Governor of Oklahoma
    - 1.1.2. City-wide executive order issued by the Mayor of Tulsa
    - 1.1.3. An employee testing positive for Covid-19



- 1.1.4. Notification from the Tulsa Health Department that an individual who has tested positive for Covid-19 has visited Fab Lab Tulsa
  - 1.2. Fab Lab Tulsa will close for a minimum of 14 days in the case of any of the events outlined above and remain closed until advised by medical experts to reopen
  - 1.3. In the event Fab Lab Tulsa must close due to one of the events above, it will reopen under Stage A policies
2. **Operating Hours – Stage C**
  - 2.1. Fab Lab Tulsa will maintain normal hours of operation during Stage C: Tuesday – Thursday 11am – 8pm and Friday – Saturday 11am – 6pm
3. **Staff Support & Troubleshooting**
  - 3.1. Fab Lab Tulsa will maintain its normal staffing levels during Stage C
  - 3.2. Lab staff will exercise social distancing while working within the lab and maintain a minimum 6-foot distance between themselves and others
  - 3.3. Remote staff support is available by phone or email:
    - 3.3.1. Phone: 918.779.6025
    - 3.3.2. Email: Dan Moran ([dan@fablabtulsa.org](mailto:dan@fablabtulsa.org))
    - 3.3.3. Email: Rebecca Williams ([rebecca@fablabtulsa.org](mailto:rebecca@fablabtulsa.org))
    - 3.3.4. Email: Traver Fencel ([traver@fablabtulsa.org](mailto:traver@fablabtulsa.org))
4. **Machinery Usage**
  - 4.1. Reservations
    - 4.1.1. Only lab members with machine reservations will be permitted to work within the lab during Stage C
  - 4.2. Check-In
    - 4.2.1. All lab members must furnish their member card and check-in at the front desk when they arrive for their machine reservations. Check-in records are necessary in the event of contact tracing.
  - 4.3. Reservation Time Limits
    - 4.3.1. Fab Lab Tulsa machine reservation limits will remain unchanged during Stage C. Laser Cutter 2 will be opened to machine reservations during Stage C. Reservation limits are reiterated below:

Machine Workstation	Reservation Limits (Hrs / Day / Member)
Laser Cutter 1	2
Laser Cutter 2	2 (reservable during Stage C)
Vinyl Cutter	3
FDM 3D Printer	3 (overnight printing available)
SLA 3D Printer	3 (overnight printing available)
PCB Milling Machine	3
Small Milling Machine	3
Large Milling Machine	3

- 4.3.2. Early arrivals for machine reservations are asked to wait outside the lab building prior to the start of their reservation window



4.3.3. Members are asked to exit the building once their machine reservation is expired

#### 4.4. Temporary Machine Reservation Calendars

4.4.1. Stationery and hand power tools will require online machine reservations during Stage C

4.4.2. A temporary machine calendar for power tools has been created to permit online reservations

4.4.3. Power tool reservation limits are shown below:

Machine Workstation	Reservation Limits (Hrs / Day / Member)
Power Tools	3

4.4.4. Power Tools describe ALL hand power tools and stationary power tools

4.4.5. A list of power tools requiring online reservations is shown below

Stationery Power Tools	Hand Power Tools
Bandsaw	Circular saw
Drill press	Reciprocating saws
Disk Sander	Jig saw
Miter saw	Hand drills
Table saw	Multi-tool
Planer	Palm sanders
	Sawzalls

#### 4.5. Unscheduled (Walk-In) Machine Use

4.5.1. All unscheduled, walk-in machine use (i.e. machine use without an online reservation) is prohibited during Stage C.

### 5. Facility Organization

#### 5.1. Occupancy

5.1.1. Fab Lab Tulsa will limit the number of persons inside its facility to a minimum. Only members with machine reservations or attending classes will be permitted within the building.

#### 5.2. Off-Limit Areas

5.2.1. Some communal public areas within the lab space will be identified as off limits to lab members

#### 5.3. Furnishings

5.3.1. Lab furnishings will be rearranged and/or reduced in order to provide social distancing for all persons when working and sitting

#### 5.4. Machine Workstations

5.4.1. Each machine workstation will be occupied by no more than one member at a time during Stage C

#### 5.5. Hand Tools, Power Tools, & Other Equipment

5.5.1. Fab Lab Tulsa will maintain a minimum number of essential hand and power tools and limit access to duplicate hand tools and equipment in the lab space

### 6. Facility Sanitation

#### 6.1. General Sanitation

6.1.1. Localized Cleaning



- 6.1.1.1. High-contact surfaces (e.g. door handles, wall switches, computer and computer peripherals, table tops, etc.) will undergo enhanced regular cleaning during Stage C
- 6.1.2. Broad Area Sanitation
  - 6.1.2.1. Ultraviolet germicidal lights will be utilized in high foot traffic spaces within the lab during hours the lab is closed and unoccupied. These ultraviolet lights will be TURNED OFF during Fab Lab Tulsa's public hours.
- 6.2. Lab Furnished Personal Protective Equipment (PPE)
  - 6.2.1. Safety Glasses
    - 6.2.1.1. Reusable safety glasses will continue to be furnished to lab members. Used safety glasses will be stored separately in labeled containers and sanitized prior to being returned to circulation.
  - 6.2.2. Hearing Protection
    - 6.2.2.1. Fab Lab Tulsa will furnish disposable ear plugs only during Stage C. Reusable hearing PPE (i.e. ear muffs) will not be available.
  - 6.2.3. Dust Masks
    - 6.2.3.1. Fab Lab Tulsa will continue to supply disposable dust masks for general woodworking and other fabrication activities. These dust masks are NOT designed to filter microorganisms or viruses. Please note that due to the unavailability of many types of PPE and particularly face masks of all kinds, Fab Lab Tulsa has a limited supply of dust masks in its inventory.

## **7. Member Requirements**

- 7.1. Coronavirus 2019
  - 7.1.1. Members who have tested positive for Coronavirus 2019 (Covid-19) are asked to not to visit the Hardesty Center for Fab Lab Tulsa until they have fully recovered as determined by a medical professional.
  - 7.1.2. Members who are currently awaiting Covid-19 test results are asked to not visit the Hardesty Center for Fab Lab Tulsa until they have received confirmation their test results are negative.
  - 7.1.3. Members should refer to CDC documents describing the Covid-19 symptoms here: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
  - 7.1.4. Members should refer to CDC documents describing recommended actions in the event of illness here: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- 7.2. Behavior
  - 7.2.1. Social Distancing
    - 7.2.1.1. Lab members (as well as staff) will exercise social distancing while working within the lab and maintain a minimum 6-foot distance between themselves and others.
- 7.3. Personal Sanitation
  - 7.3.1. Hand Washing
    - 7.3.1.1. All members are asked to adopt [CDC-recommended hand washing practices](#) while working within the lab.
  - 7.3.2. Coughs & Sneezes



- 7.3.2.1. All members are asked to adopt [CDC outlined respiratory hygiene /cough etiquette](#) while working within the lab.
  - 7.3.3. Machine Station Cleaning
    - 7.3.3.1. All members are asked to wipe down high contact surfaces at machine workstations with lab-supplied cleaning materials following their machine reservations.
  - 7.4. Food and Beverages
    - 7.4.1. No unsealed or open food or beverage containers are permitted within the lab facility during Stage C.
  - 7.5. Member-Supplied Personal Protective Equipment (PPE)
    - 7.5.1. Face Masks
      - 7.5.1.1. Members should refer to City of Tulsa, Title 27, Chapter 4, Section 409: Face Covering and Social Distancing During COVID-19 Pandemic Civil Emergency
      - 7.5.1.2. Members are required to follow City of Tulsa, Title 27, Chapter 4, Section 409 with regard to face masks while working within Fab Lab Tulsa during Stage C
    - 7.5.2. Members should refer to the following CDC documents regarding the fabrication and use of cloth face coverings:
      - 7.5.2.1. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
  - 7.6. Guests & Family
    - 7.6.1. Guests will be prohibited within the lab during Stage C
    - 7.6.2. Additional family members will be prohibited within the lab during Stage C
  - 7.7. Material Storage
    - 7.7.1. Limited short-term sheet material storage will be permitted during Stage C. All other materials must leave with the lab member at the end of his/her machine reservation.
- 8. Tours**
  - 8.1. Regular Saturday public tours will be suspended during Stage C
- 9. Classes**
  - 9.1. Member classes will resume during Stage C
  - 9.2. Classes will be for current and new lab members
  - 9.3. Members will make class reservations through Fab Lab Tulsa's conventional online scheduling portal
  - 9.4. Class seating will be limited and arranged in order to provide social distancing during instruction
- 10. New Memberships**
  - 10.1. Sales of new memberships will resume during Stage C
- 11. Violation**
  - 11.1. Members or visitors that violate Fab Lab Tulsa policies will be asked to leave the lab grounds. Repeated violations can result in membership suspension or membership termination.